



# CITY OF MIAMI BEACH

## ANNOUNCEMENT OF UNCLASSIFIED POSITION



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## COMMUNITY INFORMATION COORDINATOR

### \$58,728.66 - \$95,245.89 ANNUALLY

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#### **NATURE OF WORK:**

This is a responsible position in community outreach and public information work developing, coordinating and maintaining a program of public information, community relations, publicity, and bulletin writing in conjunction with the City's Public Information Officer. Duties include, but are not limited to: preparation and placement of advertisements for meeting announcements, preparation of information for news releases, preparing information to distribute at community meetings and for distribution to City Boards or other organizations. The employee in this classification is responsible for planning, developing, conducting and coordinating a community information and public outreach program to create and maintain a favorable public image of and for the City's Capital Program, keeping the public informed of related programs and events, and keeping current databases for e-mail communication and first class mailings.

#### **MINIMUM REQUIREMENTS:**

1. A minimum of five years experience in public information and in administration; graduation from an accredited college or university with major course work in Public Relations, English, Sociology or equivalent.
2. Extensive related experience may be substituted for the educational requirement.
3. Experience in government or not-for-profit industries or construction preferred.

#### **DESIRES**

Ability to plan and organize effective informational programs. Ability to edit, analyze and evaluate information material prepared by others. Thorough knowledge of the English language and ability to prepare and write public information documents and communications.

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Send **2** Detailed Resumes  
by close date to:

**NO FAX ACCEPTED**

CITY OF MIAMI BEACH, CITY HALL  
Human Resources Department  
1700 Convention Center Drive  
Miami Beach, FL 33139  
**ATTENTION: CEIII-ANN**

CLASS NO: **1015**  
UC NO: **0583UO**